

**MEETING OF CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES**  
**707 N Armstrong Place, Boise, ID | Syringa Conference Room**  
**Friday, March 25, 2022 | 8:30 a.m.**

View meetings live at: <https://www.youtube.com/channel/UC4LJ1BM5Jv3zczecrYkXarw/>

**I. IN THE MATTER OF CALL TO ORDER**

Betty Ann Nettleton, Board Chair, called the Central District Health (CDH) Board of Health meeting to order at 8:30 a.m.

**II. IN THE MATTER OF ROLL CALL**

The Board of Health members were identified by roll call: Betty Ann Nettleton, RN (Ret), Chair; Jane Young, DNP; Raúl Labrador, Dr. Ryan Cole; Commissioner Ryan Stirm; Representative Megan Blanksma, V-Chair (absent); and Commissioner Elt Hasbrouck, Trustee.

Guest: Robert Griffard, Compensation Strategist, Human Resources Pro

CDH staff: Russell A. Duke, District Director; Donna Mahan, Recorder; Bailey Peterson; Randy McLeland; Gina Pannell; Jaime Aanensen; Rachel Garceau; and Ed Castro

**ACTION ITEMS:**

**III. CHANGES TO THE AGENDA**

No changes to the agenda were stated.

**IV. Presentation and discussion on the Central District Health employee salary assessment by Robert Griffard, Compensation Strategist, Human Resources Pro**

CDH hired Human Resources Pro to develop an employee compensation structure based on Boise metro area market pay data. Robert Griffard presented the outcome of his assessment to the board and answered questions. The next step is to develop a compensation strategy that clearly defines what the compensation plans are and how they are to be developed, communicated, and administered.

**V. IN-PERSON PUBLIC COMMENTS**

Public comments were given by one community member.

**VI. NEW BUSINESS**

**1. *Vote on minutes from January 28, 2022 Board meetings by Betty Ann Nettleton, Board Chair***

Chair Nettleton called for a motion to approve the January 28 board meeting minutes as presented.

**Motion:** Dr. Ryan Cole moved to approve the minutes for January 28, 2022 board meeting as presented. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, and Commissioner Elt Hasbrouck voted yes. Motion carried.

2. *Staffing changes by Russ Duke, District Director*

Russ Duke welcomed Jaime Aanensen back to CDH as our new Community & Environmental Health Division Administrator, who originally joined us on April 2, 2012, as the Health Policy and Promotion Program Manager. Also, Bailey Peterson started with CDH on May 20, 2019, as the Financial Specialist Senior and has now been promoted to Financial Support Manager.

3. *Discuss budget guidance for the FY-23 Budget to include a compensation plan for CDH staff and the county funding request by Russ Duke, District Director*

In preparation for developing the proposed FY-23 annual budget, Russ Duke asked the board to consider a 2% cost of living increase and a 1%, 2% and 3% additional increase based on merit for CDH staff. Russ requested a 4% increase in county contribution. Based on Mr. Griffard's presentation, CDH needs to close the current wage gap. Our 2021 turnover rate for non-temp staff leaving voluntarily was 20%, with no sign of slowing down. The majority of staff who have left said they were getting a salary increase. This year the state pay plan is a 3% COLA and up to \$1.25 per hour merit.

After a discussion, the board asked for three budget proposals to review at the April 15 board meeting to include a 3%, 4%, and 5% county contribution.

**Motion:** Commissioners Elt Hasbrouck made a motion for Russ to develop a budget for a 3%, 4%, and 5% increase from the counties. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Commissioner Ryan Stirm, and Commissioner Elt Hasbrouck voted yes. Motion carried.

4. *Provide informational update on Public Health Districts' Executive Council by Commissioner Elt Hasbrouck, Board member and Executive Council Representative*

The public health districts favor removing food fees from statute so that each district could set fees based on actual cost.

The Executive Council meeting will be on May 12 to talk about if we would like to proceed with having a State Association of Local Boards of Health (SALBOH) delegate in preparation for the Idaho Association of District Boards of Health (IADBH) annual meeting in June. This role does not appear to benefit us at a national or state level. When discussing whether or not CDH supports having a SALBOH representative to represent Idaho at the national level, an additional conversation took place about CDH's membership in the National Association of Local Boards of Health (NALBOH).

**Motion:** Betty Ann Nettleton made a motion to continue our NALBOH membership. Seconded by Commissioner Elt Hasbrouck. By voice vote, Dr. Jane Young, Commissioner Elt Hasbrouck, and Betty Ann Nettleton voted yes; and Raúl Labrador, Dr. Ryan Cole, and Commissioner Ryan Stirm voted no. Tie vote; motion failed.

5. *Review FY-2022 Financial Report by Bailey Peterson, Financial Support Manager*

The FY-2022 Budget to Actual for February 2022 report reflects that we are 66.67% through this budget fiscal year. Total revenues are at 72% of the budget. Fees are at 73%, contracts are at 75%, and county contributions are at 89%. Total expenditures are at 60%. Personnel costs are at 57%. Operating costs are at 70%, and capital costs are at 87%. The FY-2022 Cash Balance Statement and Reserve Report at the end of February reflects a total cash balance of \$8,627,114. The reserve fund designations are \$5,632,808, with a cash balance undesignated of \$2,994,306.

6. *Discuss and vote on CDH guidance to schools regarding masking to protect students and staff from transmitting SARS-CoV-2, the virus that causes COVID-19 by Raúl Labrador, Board Member*

Raúl Labrador expressed that CDC's guidance has not always been correct. Mr. Labrador would like for recommendations to come before the board for discussion and approval prior to CDH providing the information to the community, especially for children under the age of 18 regarding COVID-19.

After discussing the need to look at the science, hear different perspectives, and have the experts persuade the board on making a sound recommendation around COVID-19, the board agreed not to make a motion regarding masking. They asked Russ to develop a COVID-19 policy for the board to review and vote on that states any COVID-19 recommendation or guidance for kids under age 18 will come before the board before providing guidance to the public.

7. *Review updated CDH Continuity of Operations Plan by Randy McLeland, Senior Planner*

Randy McLeland reviewed the key changes to the CDH Continuity of Operations Plan, which serves as the guideline to operate prudently and efficiently in the event of an impending or existing threat or actual emergency. The plan was reviewed and validated in terms of position titles utilized for essential functions, the list of essential functions, Division or Office Successors updated due to personnel changes, and updated Board of Health Membership information.

8. *Discussion of resolutions to be presented at the Idaho Association of District Boards of Health (IADBH) annual meeting by Russ Duke, District Director*

In preparation for the IADBH meeting, the board reviewed the five proposed statewide resolutions written by Southwest District Health that will be discussed for approval on June 9.

9. *Director's report to include budget setting schedule and plan for a budget committee meeting, update on H316 implementation, and Covid-19 status report by Russ Duke, District Director*

- The proposed budget is approved by the board at the April 15 meeting then between April 15 and May 20 Russ will meet with our county commissioners, reviewing the proposed budget in preparation for the annual budget committee meeting on May 20. The budget committee will be chaired by Boise County Commission Chair Steve Twilegar either in Horseshoe Bend or Idaho City.
- The Idaho Association of District Boards of Health (IADBH) will be hosted by Central District Health on June 9 as a virtual meeting, starting at 1:30 p.m. The draft agenda was provided to the board for review and a request for additional agenda items. Betty Ann Nettleton will be chairing this year's meeting.
- Alan Hank's request was emailed to the board regarding 5G towers causing heart issues and his recommendation. The board concurs that CDH does not have the capacity or technical expertise to carry out a study in scope and size as would be required to meet the request. The board recommended he reach out to one of our state universities.
- Bills of public health interest:
  - HB515: Amends existing law to clarify that public health district (PHD) employees are not part of the state personnel system, but the PHDs will be considered a state department for the purpose of risk management. The risk management provision will save us about \$100,000 per year.
  - HB516: Amends existing law to give district health directors the power and duty to establish a personnel system. We shared with you in March Working @ CDH, our new personnel manual. Thank you to Representative Blanksma for her work on these bills.
- COVID-19 has faded with no concerning surges on the horizon.
- Millennium Fund: The Millennium Fund Committee recommended and JFAC agreed to fund the public health districts tobacco and vape cessation programs in the amount that was authorized last year, which



is divided among the public health districts based on a Board of Trustees approved formula and another \$500K statewide that will be divided seven ways to be used for prevention.

10. *Enter Executive Session under Idaho Code 74-206(1)(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student."*

**Enter executive session at 11:52 a.m.**

**Motion:** Dr. Jane Young moved to go into executive session under Idaho Code 74-206(1)(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student." Seconded by Dr. Ryan Cole. By roll call vote, Dr. Jane Young, Dr. Ryan Cole, Commissioner Ryan Stirm, and Commissioner Elt Hasbrouck voted yes. Motion carried.

**Back in regular session at 12:12 p.m.**


**Motion:** Dr. Jane Young made a motion that we institute next week the raises and PERSI contribution that Russ Duke already had approved by the board in 2019 & 2020 and to move his evaluation to October from April. Seconded by Commissioners Elt Hasbrouck. By voice vote, Dr. Jane Young, Dr. Ryan Cole, Commissioner Ryan Stirm, and Commissioner Elt Hasbrouck voted yes. Motion carried.

#### 11. ADJOURNMENT

The next Board of Health meeting will be on Friday, April 15, 2022, at 8:30 a.m. The Board adjourned at 12:15 p.m.

**Motion:** Dr. Ryan Cole moved to adjourn the meeting. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Dr. Ryan Cole, Commissioner Ryan Stirm, and Commissioner Elt Hasbrouck voted yes. Motion carried.

**Attest:**

  
Betty Ann Nettleton  
Board Chair

  
Russell A. Duke, District Director  
Secretary to the Board

Board Minutes approved on 4/15/22.